



Club Affiliation Matrix

In order to retain your affiliation with Swim England, each year when you re-new your membership you must have completed, uploaded and had approved the following five pieces of evidence. The number for each piece of evidence relates to the corresponding SwimMark element number and this will be the number used when uploading the evidence onto the online portal;

- Element 5: Club AGM minutes and Club Constitution approval.
 Element 6: Welfare Officers signed statement of compliance. Form must be signed and dated by relevant person as listed on club personnel report.
 Element 7: Club Chairperson’s signed statement of compliance. Form must be signed and dated by relevant person as listed on club personnel report.
 Element 10: Three Risk Assessments (if applicable). These must be reviewed and dated by a named person within the club.
 Elements 13: Club Personnel Report from OMS. PDF version only.

Element	Required Evidence	Supporting evidence
5	Two uploads required: 1. Evidence the Swim England region has approved the club constitution (in line with Regional Management Board Requirements). 2. Copy of the minutes from the clubs most recent AGM.	<ul style="list-style-type: none"> Swim England Model Constitution 2022 Club Constitution – Guidance Notes
6	Club Welfare Officer statement of compliance to Wavepower 2020-23 policies. The template is MANDATORY and must be signed (wet signature) and dated. Please refer to Wavepower guidelines – Section 2, P.47-55 for DBS and Safeguarding requirements.	<ul style="list-style-type: none"> Club Welfare Officer statement Template must be used for this element Wavepower 2020-23 Policies/Documents Exemption Template for Masters / adult only clubs
7	Club Chair statement of compliance. The template is MANDATORY and must be signed (wet signature) and dated.	<ul style="list-style-type: none"> Club Chairs statement Template must be used for this element Swim England Code of Ethics
10	One completed risk assessment for each of the following (if applicable): 1. Pool based activity (regular training) for each discipline delivered. This is the minimum requirement. 2. Club trip (travel to competition/social event), 3. Non pool based activity (land training, social event etc). Optional: One Pool based competition activity (delivery or attendance). Optional: One overnight stay for training or competition.	<ul style="list-style-type: none"> Risk Assessment Template – assessments must be reviewed annually regardless of changes Open Water Training Session (risk assessment example)



	<ul style="list-style-type: none"> • All risk assessments must include the name of the person undertaking the risk assessment and date conducted. • Please ensure that if your club delivers multiple disciplines a MINIMUM of a pool based training activity risk assessment is uploaded for each discipline. • Information must be included with regards to the level of coach delivering the activity and the risks associated with that if the delivery is outside the normal programmed activity. 	
13	<p>Club Personnel Report of ALL club workforce (Teachers, Coaches, Technical Officials, Governance roles including Club Welfare Officer, Competition positions, Support positions) to include:</p> <ul style="list-style-type: none"> • In date DBS and Approved Safeguarding for all eligible roles • Minimum qualification for the role being undertaken as per the Personnel Report Role Descriptor Guidance • Time to Listen and Safeguarding certificates for Club Welfare Officer • A minimum of one relevant club member having completed the IOS (Institute of Swimming) Introduction to Disability Swimming online CPD <p>Please refer to Wavepower 2020-23 guidelines – Section 2, P.47-55 for DBS and Safeguarding requirements.</p> <p><u>Please submit only one PDF report from OMS named CLUB PERSONNEL REPORT</u></p>	<ul style="list-style-type: none"> • OMS Guide to Managing the Personnel Record and Role Descriptor Guidance • Roles & DBS Requirements • Disability Guidance Sheet • Swim England Safeguarding & Protecting Children and Time To Listen Guidance • Qualification Matrix • Qualification Guidance Sheet